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AGENDA

CAREER SERVICE PANEL
OFFICE OF RESEARCH AND DEVELOPMENT

3 December 1973

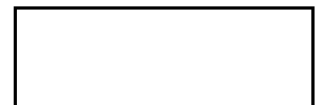
0900 hours
607 - Conference Room

1. Review of agenda for 3 December 1973
2. Review of minutes for 15 November 1973
3. Report from Chief, Support Staff/ORD
4. Report from Chairman, CSP/ORD
5. Special Panel/ORD
[redacted] 25X1A9A
6. Pay Step Increases (PSI)
[redacted] 25X1A9A
7. Competitive Evaluation - GS-11's
8. Nominee for the Education for Public
Management Program for 1974-1975
(Coordinated by Civil Service Commission)
9. Nominee for the Executive Development
Program at Cornell University
17 June - 26 July 1974
10. New business

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CAREER SERVICE PANEL
OFFICE OF RESEARCH AND DEVELOPMENT
3 December 1973

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Attendees:

25X1A9A

[redacted], Chairman
[redacted] C/PAS/ORD
[redacted] C/TCR/ORD
[redacted] C/PMS/ORD
[redacted] C/OT/ORD
[redacted] Executive Secretary
[redacted] Recording Secretary

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Absentees:

25X1A9A

[redacted] C/DPR/ORD
[redacted] C/LSR/ORD

25X1A9A

1. The meeting was called to order by the Chairman at 0907 hours.

2. There was one more item of business added to the Agenda for 3 December 1973:

Discussion on whether Division Chiefs have notified their people about their position at the bottom of the ranking lists for GS-12's, GS-13's, and GS-14's.

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3. [redacted] moved to approve the minutes for 15 November 1973 as written. [redacted] seconded the motion. The Panel concurred. Motion carried.

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4. [redacted] stated that as an item of business for 15 November 1973, there were individuals identified as being at the bottom of the ranking lists for GS-12's, GS-13's and GS-14's, and they were in "jeopardy" if there is a further reduction in force. [redacted] stated that this does not mean that these employees were necessarily marginal performers but may be ranked last in a group of exceptionally good performers. [redacted] stated that the Division Chiefs had been instructed to talk with these individuals and inform them of their evaluation. [redacted] also stated that the Division Chiefs have been further instructed to prepare a memorandum for the record of what was discussed with the employee and have the employee sign it.

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5. [] stated he had talked to [] and he also had prepared a memorandum which was signed by [] stated he didn't think [] belonged at the bottom of the list. He felt that [] predicament may be at least partly due to management apathy or ineptitude in dealing with this type of person. [] stated he told [] what he should do to get out of this position, what he should not do, and suggested he talk to Dr. Stevens, which [] did.

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6. [] stated he would talk to [] when he returned from the Midcareer Development Course he is now attending, and that the conversation would probably take place after Christmas.

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7. There was no information on what [] has done about his employees.

25X1A9A

8. [] asked the Chairman the following question: What is the response from the DD/S&T Career Service Board as to how they feel about employees knowing about where they stand on the evaluation lists? [] stated that the Board does a competitive evaluation on Division Chiefs. [] asked: Where do they put us? [] replied that he could not give an answer to this question.

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25X1A9A

9. Some of the points brought out in the discussion of employees at the bottom of the ranking lists were:

(1) It probably is the job they are doing. ORD should look at this and see if these people might do a better job somewhere else.

(2) Supervisor's opinion should be evaluated higher than any other opinions.

(1) There should be more latitude within our ORD Divisions.

(2) Supervisors have to play it "straight" with their people; you have to help them move.

(3) If you can't do something for the employee, you should tell him that too.

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10. [] stated he would put [] and [] on notice that they are supposed to complete their

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10. (Cont'd)

task of talking with their people who are identified at the bottom of the ranking lists. He stated that he would send them a memorandum on this.

11. The report from the C/SS/PMS/ORD was as follows:

PROMOTIONS:

25X1A9A [redacted], C/OTD/ORD from GS-15 to GS-16

TRAINING NOTES:

25X1A9A a. [redacted] has been approved to attend the Midcareer Development Course from 27 January 1974 to 1 March 1974.

25X1A9A b. [redacted] has been approved to attend the DD/S&T Career Development Course from January to May 1974.

25X1A9A

12. [redacted] reported as Chairman of the Special Panel on the following action:

25X1A9A Promotion recommendation for [redacted], TCR/ORD from GS-5 to GS-6 had been approved by the Special Panel and was forwarded to D/ORD for his approval.

25X1A9A

13. [redacted] reflected on the list of people submitted by the Division Chiefs as meritorious of receiving a Quality Step Increase which was as follows:

25X1A9A

- | | |
|---------------|----------------|
| 1. [redacted] | 6. [redacted] |
| 2. [redacted] | 7. [redacted] |
| 3. [redacted] | 8. [redacted] |
| 4. [redacted] | 9. [redacted] |
| 5. [redacted] | 10. [redacted] |

25X1A9A

[redacted] stated that this list was submitted to Dr. Stevens, and it has been broken down to two groups:

OFFICE AWARD:

This is a certificate which will be issued under the name of Office of Research and Development and will be a Certificate of Commendation.

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13. (Continued)

The following people were selected to receive the Office Award:

1. [redacted] 25X1A9A
2. [redacted]
3. [redacted]
4. [redacted]
5. [redacted]

The following people were selected to receive Quality Step Increases:

1. [redacted] 25X1A9A
2. [redacted]
3. [redacted]

The following people were considered for one award or the other and were eliminated:

- | | | | |
|---------|---|--|---------|
| 25X1A9A | <ol style="list-style-type: none">1. [redacted]2. [redacted]3. [redacted]4. [redacted]5. [redacted]6. [redacted] | <ol style="list-style-type: none">7. [redacted]8. [redacted]9. [redacted]10. [redacted]11. [redacted]12. [redacted] | 25X1A9A |
|---------|---|--|---------|

14. Discussion followed on the advisability of awarding Quality Step Increases at the same time that the Office Awards are given out. [redacted] stated for the Panel's information that since 1970, ORD has averaged five to six Quality Step Increases per year. He also pointed out that there was no limit as to how many Quality Step Increases could be awarded.

25X1A9A

15. [redacted] suggested that since the ORD Quality Step Increase Committee is making a study in order to establish criteria on how these awards should be granted, he suggested that the Quality Step Increases not be given at this time.

16. [redacted] stated he would talk to Dr. Stevens about what was said on the awards at this meeting, and he would tell him the following:

- a. Division Chiefs have reservations about the Office Award list, and they have alterations to suggest on how it is being done.

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16. (Continued)

b. The Panel members feel that the procedure to be followed might be contraproductive to what the D/ORD is trying to do.

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c. [] stated he will recommend that the Division Chiefs meet with the D/ORD for discussion on the awards.

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17. [] told the Panel members that [] has told [] about his position at the bottom of the GS-14 ranking list. In light of this, it was necessary for [] to withhold the Pay Step Increase for [] [] stated that [] has written a specific memorandum on what was discussed with [] and this memorandum will be coordinated with Special Activities Staff/OP. [] stated [] has given [] specific guidelines on what he wants him to do, and he is making him responsible to a new supervisor, []. [] has asked [] to report almost daily to [] for guidance. [] is giving [] some rigorous supervision and is keeping strong control on [] projects. [] continued that he felt, generally, the PSI is treated as a "rubber stamp" exercise, and this should not be done. [] stated that if the PSI's are not signed, it becomes quite complicated. [] cautioned the Division Chiefs to be careful and conscientious in approving the step increase or not approving it; he felt these actions should not be treated as inconsequential routine. (Copies of [] Withholding of Step Increases were circulated to the Panel members. See attachment.)

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18. After discussion on the Competitive Evaluation - GS-11's, the following decision was made. (Evaluation & Promotability Lists attached.)

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19. [] moved that since the people on the competitive evaluation list for GS-11's are in different professions that the CSP not rank them but just list them as performing satisfactorily, and rely on the Division Chief to monitor their performance and recommend promotion. [] seconded the motion. The Panel concurred unanimously. Motion carried.

25X1A9A

25X1A9A

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20 The GS-11's are listed in alphabetical order as follows: [], DPR/ORD; [], OT/ORD; and [], PAS/ORD.

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21. [] asked [], C/TCR if he wanted some orientation after the meeting on the procedures to follow on ORD competitive evaluations. [] replied he would rather do it at another time.

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22. There were no ORD nominees for the Education for Public Management Program for the 1974-1975 Academic Year.

23. There were no ORD nominees for the Executive Development Program at Cornell University from 17 June - 26 July 1974.

24. The next meeting was scheduled for 14 January 1974.

25X1A9A

25. [] moved to adjourn the meeting. [] seconded the motion. Meeting adjourned at 1030 hours.

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Date

Executive Secretary, CSP
Office of Research and Development

APPROVED:

25X1A9A

Chairman, Career Service Panel/ORD

7 Dec 1973
Date

DRAFT COMPLETED:
4 December 1973
1400 hours

FINAL COMPLETED AFTER
REVIEW:
7 December 1973

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COMPETITIVE EVALUATION

25X1A9A

GS-11's

25X1A9A

TOTAL POINTS

<u>RANK</u>								
		*	1	**	1	I	***	I
2			2		2	3		3
3			3		3	2		2
								4
								10
								10

COMMENTS:

- * These people should not be reviewed by this process. I recommend that we evaluate each separately after a recommendation by their supervisors.
- ** Did not want to evaluate at this time because he does not know the people.
- *** As of this date, I do not know any of the three individuals listed and would not expect to have frequent contact with them in any case. Even if I did have a superficial knowledge of them -(through peripheral contact or deliberate "interviews") I would feel that my rapid assessment should not have the potentially large effect on their careers that such a ranking might have. This represents to me a serious flaw in the CSP ranking system.

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PROMOTABILITY LIST

GS-11's

	December 1973	January 1974	November 1974	January 1975	January 1976
25X1A9A	1 (36 months)	1 (37 months)	1 (48 months)		
			1 (60 months)	1 (62 months)	
					1 (60 months)

COMMENTS:

25X1A9A

No opinion from

25X1A9A

No opinion from

Qualifications limited pending training and growth.

After he receives his BS.

No opinion from

25X1A9A

No recommendation since I do not believe present position justifies a

(Cont'd)

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PROMOTABILITY LIST

25X1A9A

COMMENTS ON : (Continued)

25X1A9A

: No place for promotion within ORD.
: Promotion not available.
: Position does not warrant promotion beyond GS-11.

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